

VRIS UPDATE

Employee Name Change
Effective: July 15, 2009
Number 223

SUMMARY OF UPDATES

This chapter outlines the process for initiating an employee name change and the responsibilities of various staff in carryout the name change process. Employee name changes typically affect the personnel record, benefits, business cards, work email address, VR Staff Directory, and server programs like MeetingMaker, QUEST, Mail, and the VR Open Directory.

VRIS POSTING

The chapter is posted to VRIS: Program Manual: Administration: Personnel: [Employee Name Change](#).

MONITORING REQUIREMENTS

As an Office Director becomes aware that a team member wishes to initiate a name change, refer the employee to the Employee Name Change chapter.

TEAM COMMUNICATION

Recommend a one time, brief announcement about this chapter at a team meeting.

LEADERSHIP CONTACT

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